



**HIV Health Services Planning Council
Steering Committee
Monday, October 20, 2008
SFDPH 25 Van Ness Avenue, Room 330A
5:00 - 7:00pm**

Committee Members Present: Andrews (At-Large), Antonetty (GPA Co-Chair), Hart (At-Large), Hicks (Membership Co-Chair), Jewell (CMA Co-Chair), Manley (Co-Chair), Molnar (Co-Chair), Philip (PoI Co-Chair), Thomas (Co-Chair)

Committee Members Absent: Mabry (LoA), Penagos (At-Large)

Others Present: Michelle Long (DPH-HHS)

Support Staff Present: Bryson, Lee, Zhovreboff

DRAFT Minutes

1. Introductions

The meeting was called to order at 5:15 pm by Co-Chair Molnar. Everyone introduced themselves and quorum was established.

2. Review/Approve Agenda - VOTE

The agenda was reviewed and approved by consensus.

3. Review/Approve September 15, 2008 Minutes – VOTE

The September 15th minutes were reviewed and approved by consensus.

4. Announcements

There were none.

5. Public Comment

There was none.

6. Council Support Update

Council Director Zhovreboff took the time to ask if the committee would like for Council Support to update the council as a standing agenda item. The Committee agreed. He also noted that there is a large budget modification request for Council Support in progress.

7. Committee

The Committee discussed issues coming up at the different Committees and Work Groups, communication between Committee Co-chairs, and ensured linkage of Committee activities to the Full Council.

- *Government and Provider Affairs*
 - CM Antonetty announced that she and Co-Chair Soto were re-elected as GPA Co-Chairs.
 - She noted that they looked into the presentation and work group schedules to make a work plan towards next year's prioritization. She also stated that GPA is looking to have a joint meeting with Consumer & Minority Affairs Committee sometime in the next few months.
- *Consumer and Minority Affairs*

- Council Director Zhovreboff noted that the committee discussed having Harder and Co. do more research and run more data for the committee on certain issues, such as recently incarcerated persons and small sub-populations that have been affected by HIV. Zhovreboff also announced that Consumer Advocate Joe Lynn brought in a representative from the AIDS Legal Referral Panel to help go over the grievance policy.
- Council Support Bryson also stated that as there was not quorum, no committee Co-Chairs were elected. She also announced that CM Penagos made a presentation to the committee providing arguments against Proposition K. The committee took no action on the matter.
- *Membership Committee Update*
 - CM Hicks noted that council membership is at 35 members due to George Stevens and Cynthia Hoffman stepping down. The Membership Committee is now in the process of actively recruiting new members. She also discussed the strategies in the work for exit interviews.
 - Don Frazier was elected to be the new Co-Chair of the committee to replace George Stevens.
- *PoI (Points of Integration) Update*
 - Co-Chair Philip announced that Ed Byron resigned as HPPC Co-Chair and Michelle Bakken was nominated and elected to replace him on PoI.
 - Co-Chair Philip also noted that PoI is also working on Prevention with Positives Best Practice Work Group to come up with guidelines. There will be a presentation on November 13th. CM Philip believes that this will be presented to the full council as well.
- *Council Member's Rights and Responsibilities Work Group*
 - The Committee was updated about plans for developing the new Comprehensive Plan, due January 2009. CM Hicks updated the committee that the Council Members Rights and Responsibilities Work Group will take place on October 29th at 4:30 and will address the current grievance policy and see if it is meeting needs.
 - CM Siron brought up an email that has been circulating around certain Council Members and asked the committee what sort of procedure he can go through to address this. CM Manley noted that the work group is not meant to look at solely one issue but to make sure that the structure that is currently in place is meeting the needs of the council. Michelle Long noted that she will be addressing this issue as the email was sent specifically to her and requests were made of her. A discussion ensued. CM Manley brought up that there are two venues for grievances, a yet-to-be-determined internal process (which will be discussed at the Work Group) and a second one that involves disciplinary action through the Membership Committee. CM Hicks clarified, noting that the Work Group decided on a "conflict resolution" policy instead of a "grievance" policy; this 3rd meeting of the Work Group will not include the formal avenues laid out in the Policy and Procedure Manual. CM Siron noted, on the record, that he will take action against this certain Council Member. CM Hicks noted that the Work Group is open to all Council Members.

8. 2009 Comprehensive Plan Update

Co-Chair Manley noted that only he and CM Hart were at the Comprehensive Plan Work Group and that not much was accomplished because of that. Robert Whirry was named Chair of the Work Group and he is hoping that the plan will not have to be redone, just reworked to fit HRSA's

guidelines. CM Manley announced that he would like to have more Council Members at the next meeting, this Thursday the 23rd at 5pm.

9. HIV Health Services Update

The Steering Committee received an update from the Director of HIV Health Services, Michelle Long. There was nothing to update.

10. December Meeting Schedule Discussion

The Committee discussed whether or not to have a meeting in December, as historically there have been low turnouts. Co-Chair Thomas noted the need to have some sort of meeting in December so that the Comprehensive Plan can be approved. She suggested that at the November Council meeting the Council make some sort of decision regarding that. Co-Chair Manley noted that Steering does have power to make decisions in case of some sort of emergency. CM Thomas noted that priority setting begins some time around January and that is traditionally begun by having a retreat.

Michelle Long noted that the issue of unallocated funds needs to be discussed at an upcoming meeting.

11. Development of October Council Agenda – VOTE

- *Monday, October 20, 2008, State Building, Milton Marks Conference Center, 455 Golden Gate Avenue (lower level), San Francisco from 4:30 until 7:30 p.m.*
- The committee discussed adding time for an update from the Council Member's Rights and Responsibilities Work Group as part of the committee check-in. The committee also added on 45 minutes to review the comprehensive plan and 10 minutes for Michelle Long to give her quarterly report.
- CM Andrews discussed looking at the Needs Assessment recommendations which come from the full assessment prepared by Harder and Co. CM Thomas recommended putting this after the Comprehensive Plan update. CM Molnar advised making this agenda item 45 minutes long as well.
- CM Hicks noted that CM Allgaier and CM Cooper will have their renewal up for review and that she will announce that George Stevens has resigned from the Council.

12. Next Meeting Date and Agenda Items

The next Steering Committee Meeting date is scheduled for Monday, November 17, 2008, 5:00 until 7:00 p.m., 25 Van Ness Avenue, Room 330B, San Francisco.

13. Adjournment

The meeting was adjourned at 6:20 pm by Co-Chair Molnar.